



Invalid Elections Report Overview

This Job Aid provides guidance on how to access, run, and review the Invalid Elections Report.

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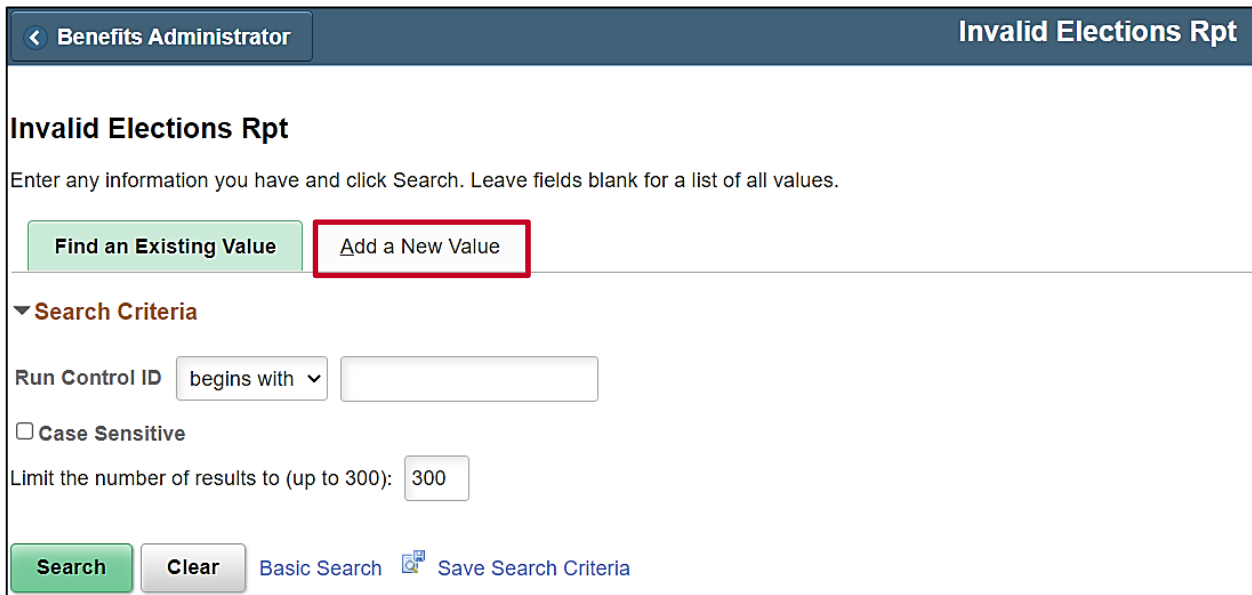
Invalid Elections Report

To review invalid elections, the Agency BA will access the Invalid Elections report.

1. Navigate to the **Invalid Elections** report using the following path:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Invalid Elections Rpt

The **Invalid Elections Rpt Search** page displays.

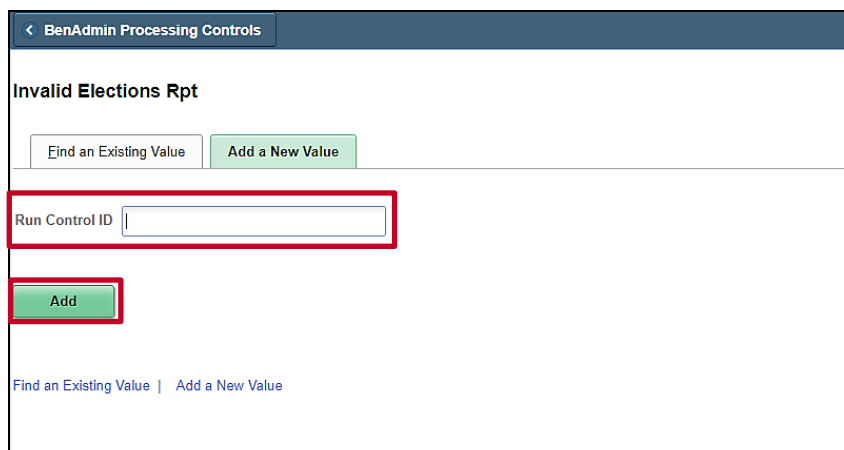


The screenshot shows the 'Invalid Elections Rpt' search interface. At the top, there's a navigation bar with '< Benefits Administrator' and 'Invalid Elections Rpt'. Below this, the title 'Invalid Elections Rpt' is followed by instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted in green) and 'Add a New Value' (highlighted with a red border). Under the 'Add a New Value' tab, the 'Search Criteria' section includes a 'Run Control ID' dropdown set to 'begins with' and an empty text input field. Below this is a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are buttons for 'Search' (green), 'Clear' (grey), 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a document icon).

Note: If this is the first time, you're running this report, you will need to create a **Run Control ID** before running the report. After you have created the Run Control ID, next time you run the report with the same parameters, you can search for the existing Run Control ID on the **Find an Existing Value** tab and skip to step 5.

2. Click on **Add a New Value** tab.

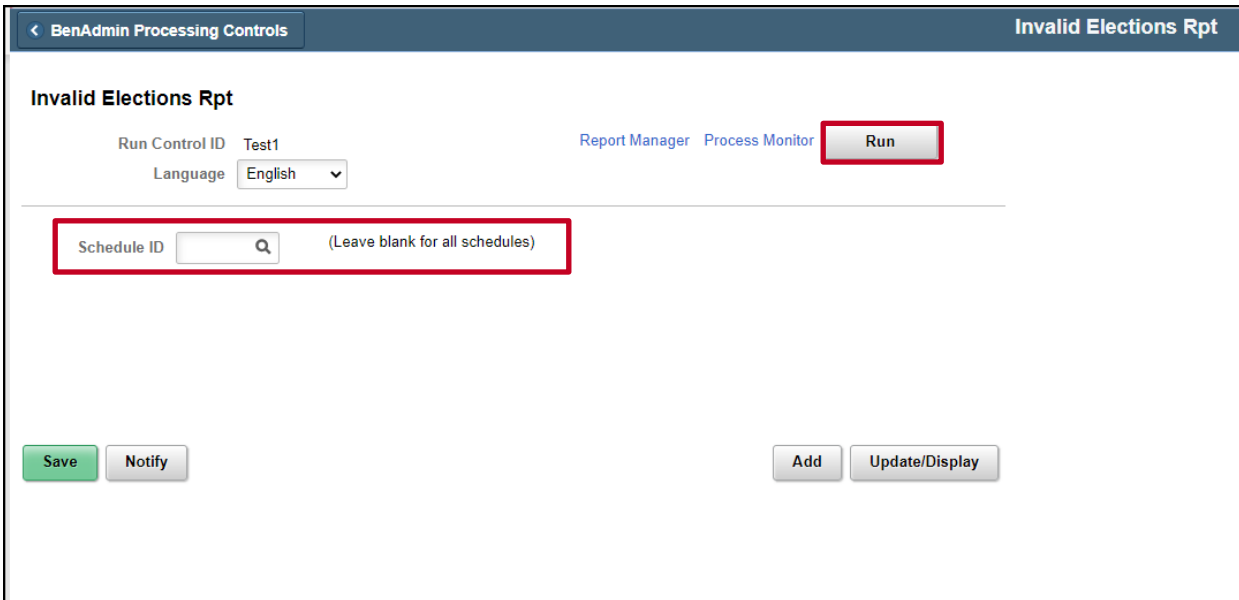
The **Add a New Value** tab displays.



This screenshot shows the 'Add a New Value' tab selected. The 'Run Control ID' text input field is highlighted with a red border. Below it, the 'Add' button is also highlighted with a red border. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

3. Type in the **Run Control ID** that you want to create in the field to the right of Run Control ID.
4. Click the **Add** button.

The **Invalid Elections Rpt** page displays.

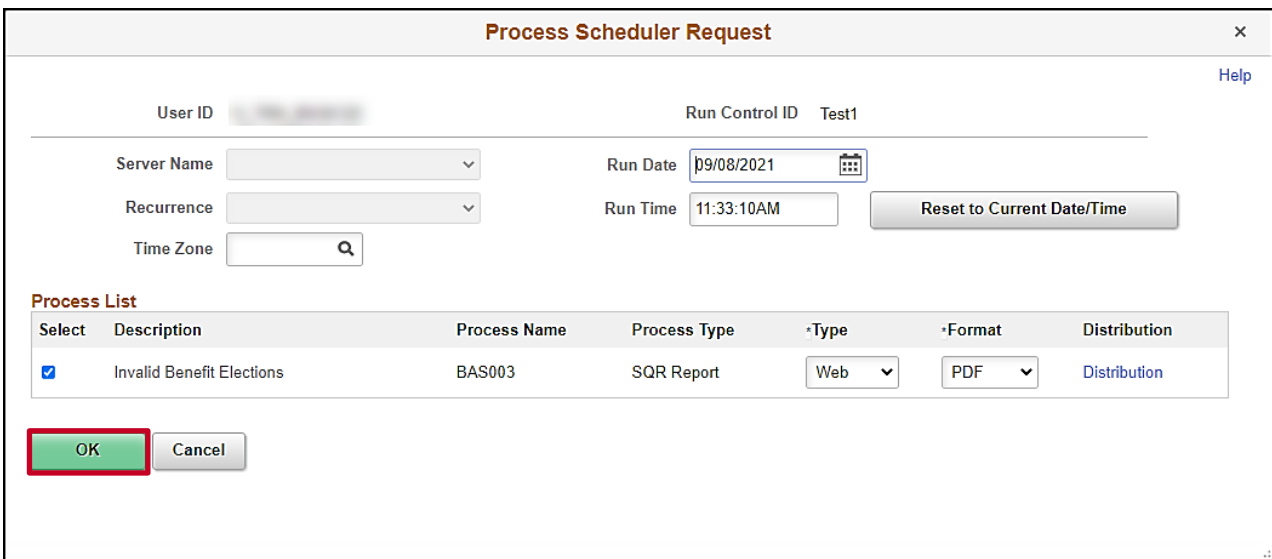


5. Select the **Schedule ID**.

Note: **Schedule ID** should be populated with a value of 'EM00' unless the user is running this report during Open Enrollment (OE) and wants to see errors associated with OE events. To see errors associated with the OE schedule, the **Schedule ID** for the current OE should be selected.

6. Click the **Run** button.

The **Process Scheduler Request** page displays.

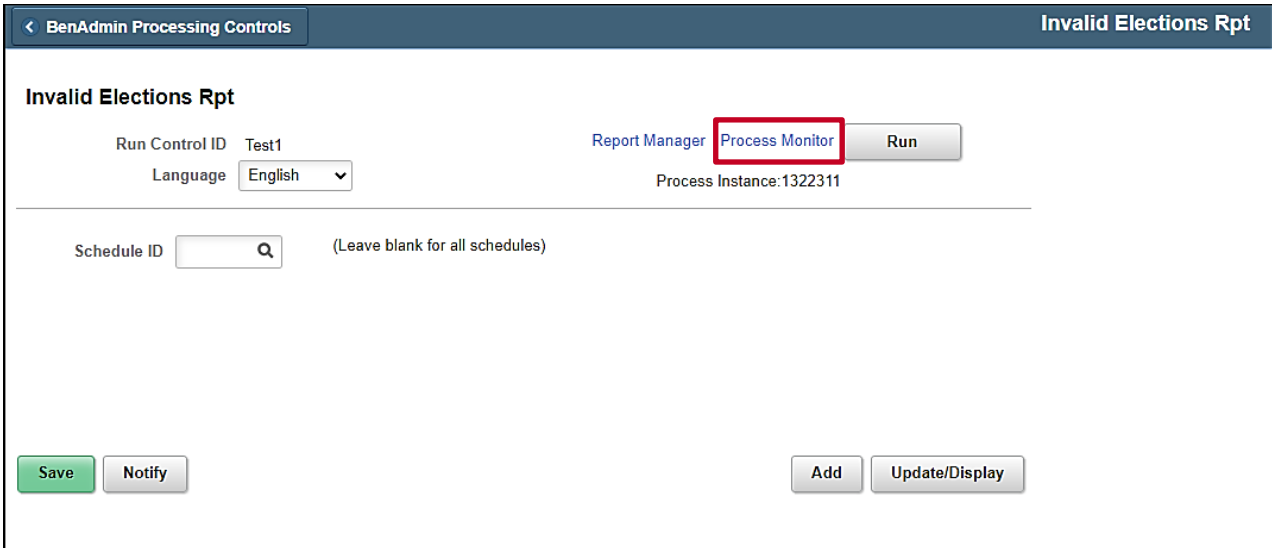


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Invalid Benefit Elections	BAS003	SQR Report	Web	PDF	Distribution

7. Leave all settings as is on the **Process Scheduler Request** Window and click **OK**.

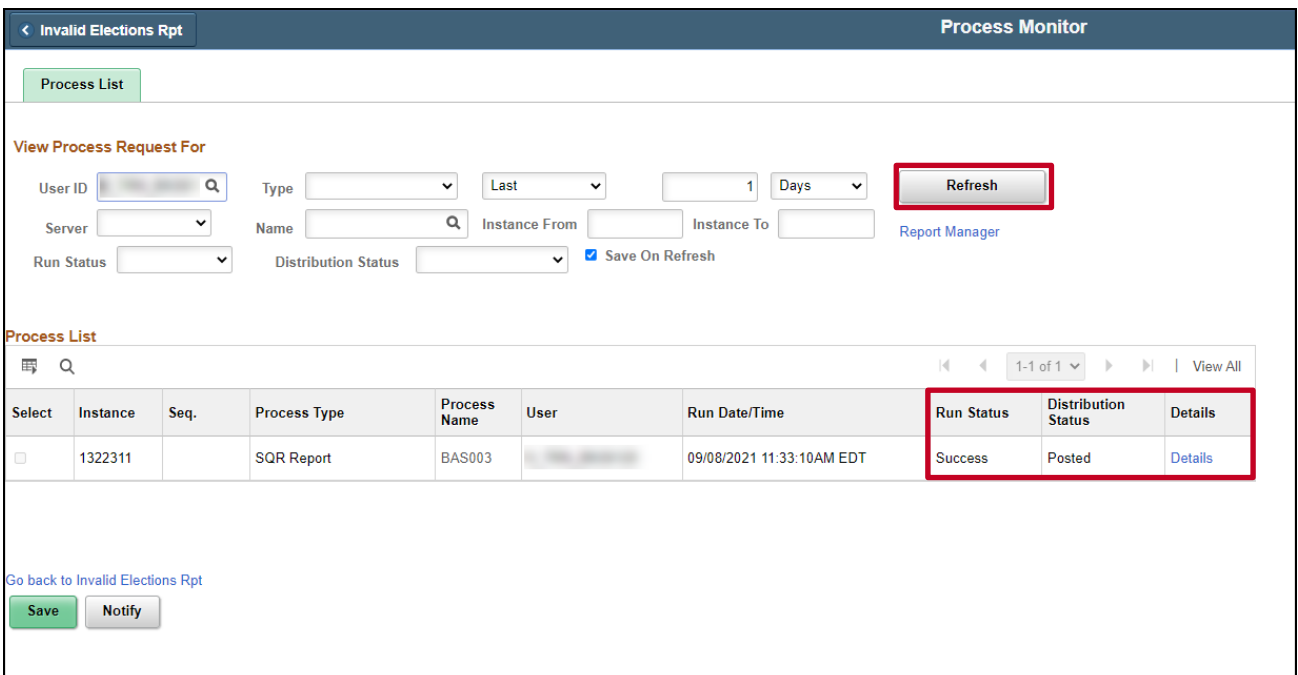
Note: If the Agency BA would like to change the format of the report, click the drop down menu under **Format** and choose from the list.

The **Invalid Elections Rpt** page returns.



8. Click on the **Process Monitor** hyperlink.

The **Process Monitor** page displays.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1322311		SQR Report	BAS003		09/08/2021 11:33:10AM EDT	Success	Posted	Details

9. Click on the **Refresh** button until your report has a **Run Status** of **Success** with a **Distribution Status** of **Posted**.

10. Once your report meets the criteria specified on step 8, click on the **Details** hyperlink on the right-hand side of the report row.

The **Process Details** page displays.

Process Detail x

[Help](#)

Process

Instance	1322311	Type	SQR Report
Name	BAS003	Description	Invalid Benefit Elections
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	Test1
Location	Server
Server	PSUNX1
Recurrence	

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On	09/08/2021 11:37:07AM EDT
Run Anytime After	09/08/2021 11:33:10AM EDT
Began Process At	09/08/2021 11:37:34AM EDT
Ended Process At	09/08/2021 11:37:46AM EDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

[Transfer](#)

OK

Cancel

11. Click on the **View Log/Trace** hyperlink under the **Actions** section.

The **View Log/Trace** pop up displays.

View Log/Trace

×

Help

Report

Report ID 761556

Process Instance 1322311

[Message Log](#)

Name BAS003

Process Type SQR Report

Run Status Success

Invalid Benefit Elections

Distribution Details

Distribution Node hrpytm

Expiration Date 10/08/2021

File List

Name	File Size (bytes)	Datetime Created
SQR_BAS003_1322311.log	2,148	09/08/2021 11:37:46.183337AM EDT
bas003_1322311.PDF	261,149	09/08/2021 11:37:46.183337AM EDT
bas003_1322311.out	150	09/08/2021 11:37:46.183337AM EDT

Distribute To

Distribution ID Type

•Distribution ID

User

V_TRN_BN36120

Return

- Click on the **PDF** file for your report under the **File List** section.

Note: The **Invalid Elections Report** should be run routinely and more frequently during **Open Enrollment**. This can be run for an individual **Schedule ID** or for all Schedule IDs by leaving the field blank. Separate schedule IDs will be created for ongoing maintenance and Open Enrollment.



BN361: Invalid Elections Report

The **BenAdmin Preparation and Elections Errors** report will display if there are errors.

PeopleSoft									
BenAdmin Preparation and Election Errors									
Report ID: BAS003					Page No. 1				
					Run Date 09/08/2021				
					Run Time 11:37:34				
Sched	Employee ID	Rcd#	Event ID	Optn ID	Cost ID	Msg-ID	Error Message Description	Message-Data 1/2/3	
EM00		0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26	2: 000
		1	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24	2: 000
				0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24	2: 000
		0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26	2: 000
		0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24	2: 000
		0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24	2: 000

Note: Once the messages are resolved, when the Ben Admin process runs again the system, will pick up the changes, validate the record again and close or continue processing the event.

For more information on running reports, see the resource titled **Cardinal Reports Catalog**. This document can be found on the Cardinal website in **Resources** under **Learning**.